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| OFFICE OF THE REGISTRAR  SCHEDULING AND CURRICULUM | | | | | | | | | | | | | | | | | | | |  |
| **X Course Creation Form:** **Enter X-Course Prefix/Number here**  (Undergraduate Courses Only) | | | | | | | | | | | | | | | | | | | |  |
| **I. Routing Information**  **Completed forms should be e-mailed to** [**Curriculum@unlv.edu**](mailto:Curriculum@unlv.edu) | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | |  |
| To whom should we address comments/questions? | | | | | | | | | | | |  | | | | | | | |  |
|  | | | Contact’s e-mail address: | | | | |  | | | | | | | |  | | | |  |
|  | | | Your Department Prefix: | | | | |  | | | | | | | | Your college: | | | |  |
| Justification for X-Course: | | | | | | | | |  | | | | | | | | | | |  |
| **II. Course Information** | | | | | | | | | | | | | | | | | | | |  |
| **Re-enter X-Course Prefix/Number (e.g., AAS 101X):** | | | | | | | | | | | | | | | | | | | |  |
| Check if this is an Educational Outreach Course: | | | | | | | | | | | | | | | | | | | |  |
|  | | | Has this course been used before? | | | | | | | | Yes  No  If yes, course # | | | | | | Semester offered: | | |  |
|  | | | Course Title: | | | | | | | |  | | | | | | | | |  |
|  | | | Abbreviated Title (25 Character Limit): | | | | | | | |  | | | | | | | | |  |
| Is this a Special Topic course? Yes  No | | | | | | | | | | | | | If yes, please list topic: | | | | | | |  |
| Prerequisites? Yes  No | | | | | | | | | | | | | If yes, Describe: | | | | | | |  |
|  | | | Grading System: Letter Grade  Pass/Fail (S/F) | | | | | | | | | | | Fixed Credits: | | | | Variable Number: | |  |
| Is Course Repeatable? Yes  No  If Yes, for maximum of       credits. | | | | | | | | | | | | | | | | | | | |  |
| Course Description: | | | | | | | | | | | | | | | | | | | |  |
| Will this course be used to fulfill a program or elective requirement? Yes  No | | | | | | | | | | | | | | | | | | | |  |
| If yes, please explain: | | | | | | | | | | | | | | | | | | | |  |
| **III. Scheduling Information** | | | | | | | | | | | | | | | | | | | | |
| When do you want course offered (e.g., Spring 2007)? | | | | | | | | | | | | | | | | | | | | |
| Will this course need a general purpose room? Yes  No | | | | | | | | | | | | | | | | | | | | |
| What is the Cap? | | | | | | | | | | | | | | | | | | | | |
| **Day(s) and Time(s) of Course** | | | | | | | | | | | | | | | | | | | | |
| If your course is 3 credits:  OR | | | | | | | | | | | | | | | | | | | | |
| If your course is 2 credits:  OR | | | | | | | | | | | | | | | | | | | | |
| If your course is 0 or 1 credit: | | | | | | | | | | | | | | | | | | | | |
| OR enter non-standard day(s) / time(s) | | | | | | | | | | | | | | | | | | | | |
| **IV.Comments** | | | | | | | | | | | | | | | | | | | | |
| Is there anything else you would like to notify us of? | | | | | | | | | | | | | | | | | | | | |
| **V. Approval** | | | | | | | | | | | | | | | | | | | | |
|  | | | Approved | | | Name | | | | | | | | E-mail address | | | | Date | | |
| Instructor | | |  | | |  | | | | | | | |  | | | |  | | |
| Dept. Chair | | |  | | |  | | | | | | | |  | | | |  | | |
| Dean | | |  | | |  | | | | | | | |  | | | |  | | |
| **For use of the Registrar’s Office** | | | | | | | | | | | | | | | | | | | | |
|  | | | Initials | Date | | | | Comments | | | | | | | | | | | | |
| Acalog: | | |  |  | | | |  | | | | | | | | | | | | |
| SIS: | | |  |  | | | |  | | | | | | | | | | | | |
| TADA: | | |  |  | | | |  | | | | | | | | | | | | |